



North Carolina End-of-Course Assessment—English II Return Kit Training

Prepared by Questar

Return Kit

- Will be included with testing materials from NCSU/TOPS
- Contains these items
 - Scoreable Materials Return Instructions
 - District Scoreable Materials Transmittal Forms
 - School or Charter School Scoreable Materials Transmittal Forms
 - Box Labels (Orchid in color)
 - Six UPS Labels (with receipt)
 - » If more are needed please contact Questar Customer Service

Return Kit Cover Sheet

**North Carolina End-of-Course Assessment—English II
FALL 2020**

Scoreable Materials RETURN KIT

- **Scoreable Materials Return Instructions**
- **School Scoreable Materials Transmittal Forms**
- **District Scoreable Materials Transmittal Forms**
- **Box Labels (ORCHID)**
- **UPS Labels**

Return Instructions: side 1

North Carolina End-of-Course Assessment—English II Fall 2020

Scoreable Materials Return Instructions to Questar via UPS

The scoreable materials (answer documents) for the North Carolina End-of-Course Assessment—English II must be picked up and shipped to Questar Assessment, Inc. (Questar) **no later than February 10th, 2021**. Completed answer sheets and header sheets **must be shipped to Questar each test day**. Review these return instructions for the shipment of the scoreable materials to Questar.

To ship your scoreable materials to Questar, please follow these instructions:

IMPORTANT: Ensure you use forms for the Fall 2020 administration for the return of all your Fall materials.

1. Upon receipt of the answer documents from schools in your district, inventory them to ensure you received the exact number reported by each school. Make sure only USED answer documents are being returned.
2. Make sure that student information is filled in completely. Count and verify the number of answer documents being returned to Questar is the same as the total number of answer documents enclosed as coded on the North Carolina General Purpose Header Sheet. NC General Purpose Header Sheets **MUST** be included, or scoring will be delayed.
3. **At the District level:** Complete one English II District Scoreable Materials Transmittal Form per shipment. List all the schools in that shipment and mark the total number of answer documents being returned for each school under the column "Total Qty Materials Being Returned". Sign your name at the bottom of the form.
4. **At the School/Charter School level:** Complete one English II School Scoreable Materials Transmittal Form per shipment. Mark the number of answer documents being returned for each group as identified on a Header Sheets under the column heading "Qty Materials Being Returned" across from the school's name. Sign your name at the bottom of the form.
5. After the English II District and School Scoreable Materials Transmittal Form has been completed, make a copy for your records and pack the original on top of the English II materials.
6. Pack the scoreable materials in a sturdy box(es).
 - Place each grouping of used answer documents and header, with the header sheet on the top of the stack of answer documents in the plastic bag provided.
 - Place each schools grouping of answer documents in the box(es)
 - Place the English II Scoreable Materials Transmittal Form on top of the last school's answer documents.
 - Use filler (e.g., crumpled paper or bubble wrap) to make sure materials do not shift during transport.
 - Tape boxes **securely** using heavy-duty shipping tape. We recommend at least three strips of tape across both the top and the bottom of the box to ensure the security of the contents during shipping.
 - Please remove or cover up any labels still attached to boxes from the original shipment to you.
 - Place an ORCHID return label on each box of materials. Indicate District LEA#, District Name and Box X of X for the entire district on each ORCHID return label.

- Two-sided document provides step-by-step instructions on packing and shipping for the LEA Test Coordinators.
- Please return only completed test materials.
- All schools must have at least one header to process.
- Tape boxes securely (top and bottom).

Place an ORCHID return label on each box of materials. Indicate District Code, District Name and Box X of X for the entire district on each label.

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Return Box Label

NC Scoreable Material Return Label
NC2102 EOC P/P

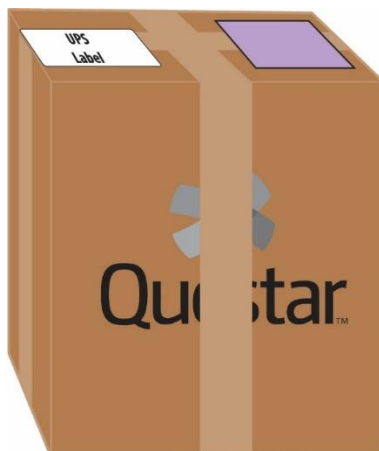
From:

District Code: _____

District Name: _____

To: Questar Assessment, Inc.
14720 Energy Way
Apple Valley, MN 55124

BOX _____ **of** _____



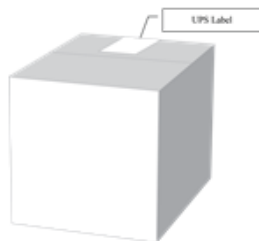
Please fill out District Code and District Name on each box label.

Indicate the number of the box and total number of boxes you are returning.

- The colored box label allows Questar to quickly identify your materials.
- The District Code and Name allows for better visibility and tracking purposes.
- Remember to attach a UPS return label to every box

Return Instructions: side 2

7. Attach a UPS shipping label to each package. If you have more than one box in the shipment, each box must have a label in order for UPS to accept for shipment. Use labels **only** from the “Fall 2020 English II Scoreable Material Return Kit. Keep the Receipt portion of the label for your records. If additional UPS labels are needed, please contact North Carolina Customer Service at CustomerService@QuestarAI.com or toll-free at 877-997-0422.



8. Return your package(s) to Questar. If you have a daily pick-up or regular deliveries from UPS, simply give the package(s) to your UPS driver. You can leave the packages where the driver would normally deliver or pick up your packages. If UPS is not at your location on a daily basis, call 877-536-2697 to schedule your pick-up.
- Please identify yourself as a Questar Assessment customer.
 - Please provide the Customer Service Representative with the number of packages and location of the boxes (e.g., loading dock, office, etc.).

Be aware that UPS may not be able to pick up the packages until the following business day, so make your arrangements accordingly. If you drop packages off at a UPS pick-up location, you must verify the UPS pick-up times to ensure your package will be picked up by UPS on or before the return deadline.

Scoreable Materials MUST be picked up by February 10TH, 2021

9. If you have any questions about these return procedures, please contact North Carolina Customer Service at CustomerService@QuestarAI.com or toll-free at 877-997-0422.

As a reminder, the following situations will delay scoring:

- Boxes are not packed according to the Return Instructions.
- Transmittal forms are not completed accurately.
- Precoding marks are not aligned to the bubbles.
- White out paint or tape is used on header sheets or answer sheets.
- Students do not code the form letter and number on the answer sheet.
- Students mark their responses on answer sheets from previous years (e.g., 2017-2018, 2016-17).
- NC General Purpose Header Sheets are not included in each box. Header sheets must be included for general and makeup administrations.

- Contact: CustomerService@QuestarAI.com or toll-free at 877-997-0422 if you have any questions related to returning your materials for scoring.
- Ship materials as soon as schools are done testing.
- **IMPORTANT:** use forms for the appropriate administration ... use “Fall” forms for fall administrations; use “Spring” forms in the spring etc.

**FINAL pick-up date
February 10th, 2021**

Please note the reminder at the bottom of side 2: situations that will delay scoring.



Avoiding Scoring Delays ... reminder

As a reminder, the following situations will delay scoring:

- Boxes are not packed according to the Return Instructions.
- Transmittal forms are not completed accurately.
- Precoding marks are not aligned to the bubbles.
- White-out paint or tape is used on header sheets or answer sheets.
- Students do not code the form letter and number on the answer sheet.
- Students mark their responses on answer sheets from previous years (e.g., 2016–17, 2015–16).
- NC General Purpose Header Sheets are not included in each box. Header sheets must be included for general and makeup administrations.

TEACHER'S NAME															SCHOOL NAME														
T	A	Y	L	O	R	D									E	A	S	T											
A															A														
B															B														
C															C														
D															D														
E															E														
F															F														
G															G														
H															H														
I															I														
J															J														
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Q															Q														
R															R														
S															S														
T															T														
U															U														
V															V														
W															W														
X															X														
Y															Y														
Z															Z														

Scoreable Materials Transmittal Form

North Carolina End-of-Course Assessment—English II
FALL 2020

District Scoreable Materials Transmittal Form

This form must be completed and RETURNED to Questar with the used, SCOREABLE answer documents

1 DISTRICT NAME:	2 DISTRICT THREE-DIGIT LEA#

3 | SCHOOLS

Please indicate the school(s) and enter the total number of answer documents from all groups within a school in the "Total Qty. Answer Documents Returned" column. Totals should be verified against the School Scoreable Materials Transmittal Form

[illegible]

LEA Test Coordinator's Signature: _____

Telephone: () _____ Date: _____

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- Completed at the District LEA level.
- District Name.
- Three-Digit LEA#.
- List all schools being returned as individual lines
 - If a school as two or more packages due to number of students tested please list on two lines.
- LEA Test Coordinator must sign to verify packages and quantities returned.
- Charter schools do not need to complete the District Transmittal Form.
- Questar uses this information to verify counts at check-in.

Scoreable Materials Transmittal Form

North Carolina End-of-Course Assessment—English II FALL 2020

SCHOOL OR CHARTER SCHOOL Scoreable Materials Transmittal Form

This form must be completed and RETURNED to Questar with the used, SCOREABLE answer documents

1 SCHOOL or CHARTER SCHOOL NAME: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	2 SCHOOL or CHARTER SCHOOL SIX-DIGIT LEA # <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> </tr> </table>						

5 GROUPS INCLUDED <small>You will need to list each group according to the "TEACHER'S NAME" in box 4 on the General Purpose Header Sheet. The number of answer documents indicated under "Qty. of Answer Documents Returned" column on this form must match the number of answer documents indicated in box 9 on the General Purpose Header Sheet.</small>	Qty. Answer Documents Returned	<small>Do not write in this area please</small>
1		Do not write in this area please
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
<input type="checkbox"/> Please check this box if additional "TEACHER NAMES" are listed on the back of this form.		

School Test Coordinator's Signature: _____

Telephone: (____) _____ Date: _____

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- The separate School Transmittal form allows us to validate the quantity of materials we should have for each group/teacher within a school.
- Completed at the School/Charter School level.
 - School or Charter School Name.
 - Six-digit LEA/School Code.
- List all schools/charter schools being returned as individual lines.
- School Test Coordinator must sign to verify packages and quantities returned.
- Questar uses this information to verify counts at check-in.



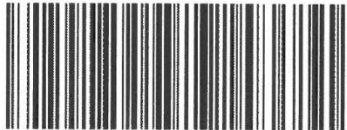
UPS Label

- Two-part label:

Place shipping label on box as indicated in instructions.

SHIPPING LABEL

RECEIPT

DISTRICT TEST COORDINATOR NCSU/TOPPS 3240 LOGAN ST RALEIGH NC 27603		10 LBS	1 OF 1
SHIP TO: RECEIVING (877) 997-0422 QUESTAR ASSESSMENT INC. 14720 ENERGY WAY APPLE VALLEY MN 55124		RS	
	MN 551 9-03 		
UPS GROUND TRACKING #: 1Z 87X 933 90 0280 6670			
			
BILLING: P/P DESC: GENERIC RETURN KIT RETURN SERVICE REF1: 902 / 000001 / 691513 REF2: NC1612			
CUJ 11.1 WinImage 69.5V 10/2015			

Return Service Customer Receipt	
Ship To Receiving Questar Assessment, Inc. 14720 Energy Way Apple Valley, MN 55124 1-877-997-0422	
Service:	Ground
Tracking #:	1Z87X9339002806670
Content:	Generic Return Kit
Project:	NC1612 EOC P/P SY 2015-16(902)
Shipment:	Shipment 1
Order #:	691513
Ship From:	NCSU/TOPPS
 CALL UPS CUSTOMER SERVICE AT 877-536-2697 TO SCHEDULE PICK-UP	

Keep receipt for your records and tracking #.

Questions?

